

24 JUL 1975

MEMORANDUM FOR: DD/Pers/SP
DD/Pers/R&P
DD/Pers/P&C
Chief, SAS

SUBJECT : Time Spent in Support of []

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1. Mr. [] requests that you have your Division Chiefs and others concerned estimate the amount of time spent in responding to [] or other requests pertinent to the investigations by the Senate and House Committees. This would include [] in response to requests from the White House which are incident to these investigations. This one-time report should include time spent up to and including 24 July and, to the best of everyone's ability, should be by grade level of the employee involved so that we can attempt a cost estimate.

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2. The above information hereafter will be submitted as a part of the weekly report. In short, we need one report which covers the period through 24 July by early next week, and another report on 31 July which will cover from 25 through 31 July. Thereafter, a report is required each week until these requests cease.

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[]
Executive Assistant to the
Director of Personnel

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